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Copy 5 of 6.

22 November 1955

MEMORANDUM FOR: Office of Security
Attention:

25X1

SUBJECT : Investigation and Courier Service

1. In furtherance of your conversation with the Director of Administration, this Project, concerning the manner of reimbursements involving expenditures related to monies expended in carrying out the subject functions, there follows a brief outline of the steps that may be taken to accomplish the desired:

a. The Project will cut travel orders, charging Project funds, in favor of each individual named by you prior to commencement of travel.

b. Security Field Office concerned will be requested to advance a sum of money as decided by you, on a temporary basis, to defray the expenses anticipated.

c. Traveler upon completion of trip, will prepare a voucher in the normal fashion, supporting expenditures by receipts as required, but leaving travel order number blank.

d. Traveler will forward his claim to you for processing directly to this Project for approved processing.

e. The Project will cause a check to be drawn in the amount found due the claimant and will send the check to you for forwarding to the traveler with instructions that he is to pay back to the Field Office concerned, the amount advanced on a temporary basis.

2. The above should retain the degree of security desired, permit the expense of each transaction to be charged direct to the Project, and enable the functions to be performed within the time limits imposed. Should there be any questions, please advise.

Project Comptroller

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Distribution:

1A2 - Addressee

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